

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND  
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): ACT | The App Association

Travel date(s): Feb. 23-25, 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$727.98	\$355.72	\$109.80	NA
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	NA	NA	NA	NA
<input checked="" type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

see attachment

3/8/17

(Date)

Rebecca Stoelke

(Printed name of traveler)

(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/8/2017

(Date)

(Signature of Supervising Senator/Officer)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

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Name of Traveler: Rebecca Steele

Employing Office/Committee: Senate Finance Committee, Senator Ron Wyden

Private Sponsor(s) (list all): ACT | The App Association

Travel date(s): February 23, 2017 - February 25, 2017

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Denver, CO

Explain how this trip is specifically connected to the traveler's official or representational duties:

My official duties as Digital Director include understanding and advising the senator on cybersecurity and technology issues as they relate to the economy and Americans' security. Hearing from these small technology businesses and cybersecurity experts on this trip will educate me on issues faced by small technology and app companies and enables me to better advise the Senator on the economic effects of policy changes on small scale technology businesses.

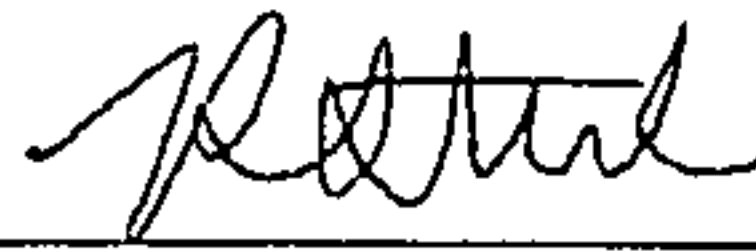
Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

2/6/17

(Date)



(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

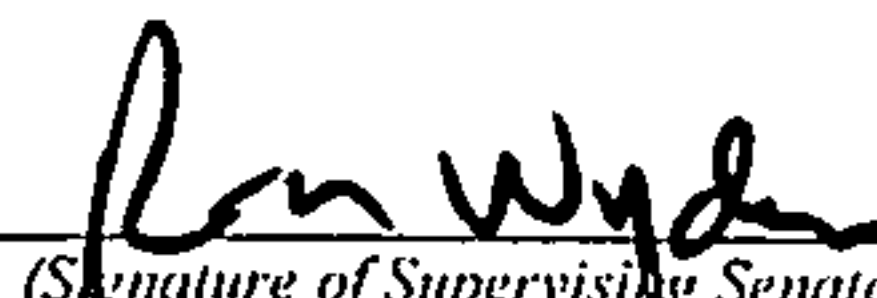
I, Senator Ron Wyden hereby authorize Rebecca Steele  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

2/6/17

(Date)



(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): ACT | The App Association
  2. Description of the trip: Educational trip to meet rising companies in the robust app and device economies.
  3. Dates of travel: February 23, 2017-February 25, 2017
  4. Place of travel: Denver, CO
  5. Name and title of Senate invitees: See attached.
  6. I *certify* that the trip fits one of the following categories:
    - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
    - OR
    - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
  7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

AND

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
  8. I *certify* that:
    - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
    - AND
    - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**- OR -**

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

**ACT | The App Association staff was solely responsible for organizing and conducting the trip.**

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

ACT | The App Association is an international grassroots organization representing small and mid-sized

software companies in the mobile app community. ACT's purpose in organizing this trip is to introduce

**Congressional staffers to the mobile app community and economy.**

Briefly describe each sponsor's prior history of sponsoring congressional trips:

ACT | The App Association has sponsored Congressional trips (most recently to Atlanta, GA and Austin,

TX) to showcase the app economy and introduce Congressional staffers to a wide range of app

companies.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

ACT | The App Association has held numerous educational events for policy makers, app companies, and software developers, including: panels, briefings, white papers, annual fly-ins, developer education series, and Congressional testimony.

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$750	\$310	\$115	\$0

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**The trip involves an event that is arranged specifically with regard to Congressional participation.**

**18. Reason for selecting the location of the event or trip**

Denver was chosen due to the large number of app and cybersecurity companies located in a small geographic area, making it possible for Congressional staff to visit a variety of businesses.

19. Name and location of hotel or other lodging facility:

**The Curtis, 1405 Curtis St., Denver, CO 80202**

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was chosen due to its low rate and its reasonably close location to the companies to be visited on this trip.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for lodging, meals, and other expenses will be below the maximum per diem rates for official Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

**All travel (air and bus) will be coach class.**

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

**No entertainment will be provided.**

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Morgan Reed

**Name and Title:** Morgan Reed, Executive Director

Name of Organization: ACT | The App Association

**Address:** 1401 K St NW (Ste 501), Washington, DC 20005

Telephone Number: 202-331-2130

**Fax Number:** 202-331-2139

E-mail Address: [mreed@actonline.org](mailto:mreed@actonline.org)

Private Sponsor Certification - Page 4 of 4

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## Thursday, February 23

Flight: 2:55 p.m. ET

From – Washington Reagan National Airport

To – Denver International Airport

7:00 - 9:30 p.m.

Dinner at Bacon Social Club

2434 W. 44<sup>th</sup> Ave, Denver, CO 80211

Presentation by Julie Yack, Colorado Technology Consultants, Inc.

Colorado Technology Consultants, Inc., is a global provider of IT consulting and training services. They specialize in helping medium to large businesses leverage technology to reach a sustained competitive advantage.

Hotel

The Curtis

1405 Curtis Street, Denver CO 80202

## Friday, February 24

7:30 a.m.

Bus will pick us up at the hotel and take us to each company visit.

8:30 - 9:30 a.m.

Breakfast from Cook's Fresh Market

Presentation at Galvanize

1644 Platte St, Denver, CO 80202

Galvanize was founded on the premise that education and growth should be accessible to everyone – especially underrepresented groups in the tech industry. Galvanize aims to bridge the gap between industry and education by bringing industry partners, students, educators, and a those with a passion for technology together under the same roof.

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5:00 - 6:00 p.m.

Presentation by ProtectWise

*1601 Wewatta Street, Suite 700, Denver, CO 80202*

ProtectWise shifts network security to the cloud to provide complete visibility and detection of enterprise threats and accelerated incident response. By harnessing the power of the cloud, the ProtectWise Grid™ has the unique ability to create an unlimited retention window with full-fidelity forensics, automated retrospection, and advanced visualization – all with the ease and cost-savings of an on-demand deployment model.

6:30 - 8:30 p.m.

Dinner at Ace Eat Serve

*501 E. 17<sup>th</sup> Ave, Denver, CO 80203*

Presentation by Lab Mouse Security and Ken Edge

Lab Mouse Security (LMS) is dedicated to building the next generation of internet of things (IoT) technology, founded on a secure and seamless platform. Their founder, Don A. Bailey, is a leader in IoT security, and was the first researcher to demonstrate remote car hacking capability in 2011. He used this demonstration, among his other IoT research, to develop a security model for IoT funded by DARPA in 2012. This work was transitioned to the GSMA IoT Security Guidelines document, which outlines a clear way to develop any IoT product in a secure manner, a body of work that was supported by every major cellular carrier and cellular security company around the world. The result of these efforts is Lab Mouse's product offering, which is a full end-to-end turn-key solution for IoT security and application development. Our goal is making IoT security simple and seamless for everyone.

Ken is responsible for developing cyber operations capability in support of defense and commercial industries for Assured Information Security with specific focus areas of security of embedded systems (including automobiles, aircraft, and IoT), convergence of the cyber and electromagnetic domains, human factors side of cyber, and cyber education and training. Assured Information Security is a small business that was founded with the mission to define and develop generation-after-next concepts and capabilities to support and defend cyberspace. They currently have more than 250 employees operating out of eight locations including Denver. Ken also served twenty years in the Air Force, most recently at the Air Force Research Laboratory rapidly developing and prototyping cyber based protections for the warfighter. Prior to his research role, Ken was a senior pilot with over 2800 flight hours in various aircrafts.

**Saturday, February 25**

Flight: 10:10 a.m. MT

From – Denver International Airport

To – Washington Reagan National Airport